

LAURA'S HOUSE JOB DESCRIPTION

JOB TITLE: Bilingual Therapist (Spanish speaking)
REPORTS TO: Clinical Director
STATUS: Non-Exempt
LOCATION: Counseling and Resource Center
HOURS: Part Time – 24 hours a week

JOB SUMMARY:

The Therapist provides clinical intervention and therapeutic services to Laura's House clients living in the community or in residence at the Emergency Shelter/Step Ahead. The primary accountabilities for this position are to (1) complete psychosocial assessments; (2) provide individual, group, couples and/or family therapy; (3) participate in weekly individual and group supervision; and (4) collaborate with case managers and legal advocates to facilitate a treatment team approach across sites.

ESSENTIAL JOB DUTIES:

1. Complete psychosocial assessments to formulate a preliminary treatment plan.
2. Participate in group supervision and/or case review meetings as part of a treatment team.
3. Provide individual, group, couples, and/or family therapy to clients living in the community or in residence at the Emergency Shelter/Step Ahead.
4. Develop and facilitate psycho-educational and process-orientated groups and workshops (i.e. Personal Empowerment Program, Codependency, parenting).
5. Provide crisis intervention to walk-in clients or by telephone as needed.
6. Maintain accurate, current, and complete case files for each client; complete progress notes after each individual, couples or family session.
7. Complete documentation as requested by the court or social services.
8. Collect fees and provide receipts for payment.
9. Complete weekly Activity Reports wherein statistical and descriptive data for contract and other reporting requirements is needed.
10. Establish and maintain working relationships with other agencies to better serve Laura's House clients.
11. Participate in weekly individual and group supervision with the Clinical Services Manager.
12. Maintain all forms required by the California Board of Behavioral Sciences, if appropriate; observe professional rules, regulations, and ethics.
13. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Maintain the confidentiality of client, staff, volunteer, and agency information. Exceptions include information pertaining to child abuse, elder abuse, danger to self or others or in response to an authorized release of information.
2. Maintain appropriate boundaries with clients and other staff.
3. Represent the agency in a positive, professional manner at all times.
4. Maintain a tidy, organized work area.
5. Participate in agency functions as a participant or presenter as needed.

EDUCATION AND EXPERIENCE:

1. Master's degree in Marriage & Family Therapy, Social Work or related field required. Registration with the Board of Behavioral Sciences mandatory.
2. One or more years of direct practice experience.
3. 40-hour domestic violence training as required by law.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Bilingual Spanish required.
2. Excellent oral and written communication skills.
3. Basic computer skills.

JOB QUALIFICATIONS:

1. Valid driver's license, reliable transportation and appropriate insurance.
2. Completion of Live Scan.
3. Employee is occasionally required to stand, walk, sit, use hands to handle or feel, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.

Send resume to: resumes@laurashouse.org